

PARTNERS

V3 NEW ELIGIBILITY SYSTEM

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Project Update

Happy Holidays and Best Wishes to all from the HPAS Implementation Team!!

The Implementation Team is working with Vitech to produce Test Scripts and to continue work on data conversion. Just a reminder, should any of you wish to submit scenarios for testing, please feel free to e-mail any member of the Implementation Team with your ideas.

Development work on the Design Specifications is continuing and new releases of the V3 Java application reflect the work accomplished thus far. It is still the goal for all development work to be completed by the end of December and for testing to

begin in January. At this time, however, we believe that both systems testing and user acceptance testing may take longer than originally planned. It is probable that the go-live date for Phase 1 of the project may be pushed back to April or May 1st.

At our November Focus Group Meeting, the Line of Business Application of V3-HPAS was demonstrated for the employers to give them an idea of the look and feel of the new system. We look forward to being able to tell you more about Employer Training in next month's issue of *Partners*.

Training Documents for Review

TrainingPros, the company that is developing the V3-HPAS training deliverables, has developed some training prototypes for review. Prototypes are examples of how the finished product will look but without the actual training content. The prototypes consist of a User Guide, a Training Participant Guide, and an Instructor Guide. The objective of developing the prototypes is to

allow for review of the document 'style'. Please go to the HPAS Website at www.dch.georgia.gov/shbp_hpas to review these documents.

Keep in mind that only the 'style' of the documents should be reviewed... valid content has not been added yet. Please provide feedback in reference to these documents to Marla Headd on the Implementation Team.

Calling All Volunteers

With the project moving past the Detailed Design phase, we are starting to plan for the Testing phase and we need your help! There are two main areas you can help to test:

1. Interface files – we will be testing the functionality of the system to import and export the Add/Update File (AUF), Payroll Update File (PUF) and V3 Update File (VUF) interfaces. If you can help with this, you would not only get to “kick the wheels” of the new V3-HPAS system but could also use the HPAS test files to test out

your personnel and payroll systems with the HPAS interface files.

2. Employer Self-Service application – this is the tool that you will use to access your employee’s data, your accounting information, billing invoices, etc. We will need people to test the functionality and access in the self-service application.

If you are interested in helping out with testing, please contact Kenneth Darter on the Implementation Team.

The Importance of the “Employment Record”

In V3-HPAS every employee will have an employment record, even if they are not benefits eligible and do not have coverage with the State Health Benefit Plan (SHBP). These records are your way of passing information into HPAS for various types of processing. This employment record will have information about the payroll location and it will have information about your employee; the date they were hired, whether or not they are benefits eligible, the date they stopped working, if they transferred, or if they went into a Leave status.

The employment record can be updated in two ways. The preferred method is by electronic file uploaded to HPAS via the Web site. The alternative method is to go into V3-HPAS and enter the information manually.

Today, the SHBP “sets up” your employee for health insurance when you mail in a membership form. The SHBP will no longer accept forms for entry when HPAS goes live. You will now be able to set up your employee in HPAS so the employee can go onto the Web to make new elections and report changes in family status. Remember that after HPAS goes live, if you mail or fax forms to the SHBP for input without SHBP’s prior approval, they will be returned to you.

You own this record and must keep it updated so that the rules built into the HPAS system can use the information from the employment record to validate your employee’s life events. You will no longer give the SHBP the first and last “date of deduction” for your employee’s health insurance. Based upon the hire date and the last date worked that you enter into the employment record, the system will calculate and return to you the date you should take the first and the last health insurance deduction from your employee’s pay. The employment record information will also allow your employee to go online to request continuation of coverage during a LWOP, and the setting up of a new employment record is your “approval” to allow the member this life event. There will no longer be a requirement for you to fill out a form and send it in to SHBP to authorize your employee’s leave. That will eliminate some of the back and forth paperwork that has been experienced by all of us!

Remember, in order for your employee to be able to go onto the Web and take care of their health insurance needs, you must keep their employment record updated.

Viewing Imaged Documents in HPAS

After the initial implementation of HPAS there will be a second phase implementation that will include the imaging of incoming and outgoing documents. When you are assisting an employee in managing their coverage you will be able to view the incoming documentation sent to verify their dependents eligibility or to validate a qualifying event as well as correspondence from the SHBP to the employee.

In order to view the documents you would logon to the V3-HPAS Website. Access to the images is

contained within the HPAS system itself. You will enter the employee's name. The system will bring up the employee and then you will see drop down list of items you can choose from. Click on the documents link. You will then be able to see what information SHBP has received and also what letters and other correspondence that SHBP has sent to the member. And, of course, the employee will also have access to this same information 24 hours a day, 7 days a week. There will be more information about imaging in future issues.

STATE HEALTH BENEFIT PLAN

USEFUL CONTACT INFORMATION

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